



**CTED** | Innovation is  
in our nature.  
Community, Trade & Economic Development

# Guide for Small Business in Washington State

## 2009 Edition

Published by  
Washington State Department of Community,  
Trade and Economic Development  
128 10<sup>th</sup> Ave SW  
Olympia, WA 98504  
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[www.cted.wa.gov](http://www.cted.wa.gov)

# ABOUT THIS GUIDE

## Why this guide?

A surprising number of public and private resources are available to Washington's business owners and entrepreneurs. The trick is knowing where to look for them. To help you find the assistance you need, when you need it, the Department of Community, Trade and Economic Development is pleased to introduce the *Guide for Small Business in Washington State, 2009 Edition*. This directory assembles, in one handy reference, information on organizations, services, and programs throughout the state.

Community prosperity in Washington state depends on business vitality. This directory is one example of the Department of Community, Trade and Economic Development's continuing commitment to help Washington businesses thrive. We look forward to hearing your suggestions on how to improve this guide. Please contact Michele Morgan at 206-256-6112 or at [MicheleM@cted.wa.gov](mailto:MicheleM@cted.wa.gov) with any changes or updates.

## Need More Information?

For further assistance with your Washington business requirements, please visit *Doing Business in Washington* at [www.business.wa.gov](http://www.business.wa.gov)

For state agency information, contact the Washington State Information Line at 1-800-321-2808 or visit: [www.access.wa.gov/](http://www.access.wa.gov/)

The United States Small Business Administration offers an excellent online [small business resource guide](#).

An online business service center will help you learn to plan, start, or grow your business in Washington State. Please visit: <http://www.ora.wa.gov/business.asp>

For Washington state labor market information, please visit: [www.workforceexplorer.com/](http://www.workforceexplorer.com/)

For business owners looking to enhance employee skills, receive industry specific training or search for funding to train employees, please visit: [www.workforcecollege.com](http://www.workforcecollege.com)



[Next Washington](#) is the ten-year business plan for the state developed under the leadership of Governor Christine Gregoire. For a visual tour of business resources available in Washington state click on the map.

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# Washington State Department of Community, Trade and Economic Development (CTED)

The Washington State Department of Community, Trade and Economic Development is grouped into six divisions: Community Services, Housing, Local Government, International Trade & Economic Development (ITED), Public Works Board and Energy Policy. Every division works toward the overall mission of investing in families, communities and businesses and many of the programs span one or more divisions.

International Trade & Economic Development's business assistance programs support business creation, retention, expansion and development in order to provide jobs and ensure statewide economic vitality. The division leverages resources by working in partnership with local economic development organizations and other partners.

For further assistance please call the Business Assistance Helpline at 1-800-237-1233 or go to [www.ChooseWashington.com](http://www.ChooseWashington.com).

# Business Assistance

## Business Recruitment

The Business Recruitment program works with domestic and international companies investigating Washington as a prospective location for expansion or relocation projects. It promotes and markets Washington state as a competitive place to do business, and collaborates with local economic development organizations throughout the site selection process.

Please contact Susan St Germain at 206-256-6114 or [SusanS@cted.wa.gov](mailto:SusanS@cted.wa.gov) for further information.

[http://www.choosewashington.com/counties/site\\_selectors.asp](http://www.choosewashington.com/counties/site_selectors.asp)

## Business Vitality

Local companies are valuable resources for communities. The jobs they generate add employment and create new businesses and tax revenues to boost local economies. The Business Vitality program partners with local organizations, state agencies and service providers to:

- Maximize private sector job creation and investment
- Promote retention, growth and expansion for businesses
- Provide a wide range of services and connections

Please contact Ken Olson at 509-944-0365 or [KenO@cted.wa.gov](mailto:KenO@cted.wa.gov) for further information.

[www.choosewashington.com/business\\_resources/Business\\_Vitality.asp](http://www.choosewashington.com/business_resources/Business_Vitality.asp)

## Education and Training

The Education and Training program offers a comprehensive export training class twice a year for local businesses. The course provides business managers with the basics of exporting. Topics covered in the program include:

- Business attraction
- Marketing
- Business retention
- Tourism
- Financing
- Planning
- International trade

For other workshops and trainings, please visit: <http://www.cted.wa.gov/site/51/default.aspx>

The Education and Training program also produces practical guides on specific subjects, such as the *Washington Entrepreneurs Guide* and the *25 Immutables*

*Rules of Tourism*. For availability, please visit: <http://cted.wa.gov/site/50/default.aspx>

Please contact George Sharp at 360-725-4174 or [GeorgeS@cted.wa.gov](mailto:GeorgeS@cted.wa.gov) for further information.

[www.cted.wa.gov/ed/et](http://www.cted.wa.gov/ed/et)

## International Trade

The International Trade program helps Washington companies export their products and services or expand market share abroad. Industry expertise includes aerospace and marine industries; building materials and wood products; clean tech; education; industrial machinery, equipment and supplies; information and communication technology; and life sciences. Washington state foreign offices provide local knowledge and connections in China, Europe, Japan, South Korea and Taiwan. Specific services include:

- One-on-one counseling
- Export seminars
- Market intelligence
- Business matchmaking
- Channel partner searches
- Trade events and marketing
- Export financing and payment risk mitigation
- Advocacy
- Clearinghouse and referrals

Please contact Mark Calhoon at 206-256-6137 or [MarkC@cted.wa.gov](mailto:MarkC@cted.wa.gov) for further information.

[www.exportwashington.com](http://www.exportwashington.com)

## Regional Services

The Regional Services program collaborates with regional and local partners on business recruitment, retention and expansion and coordinates with other entities for resources needed for local project development. This program provides both technical and financial assistance to local communities, organizations and businesses. The Regional Services program creates strategies for:

- Job creation
- Business development
- Targeted marketing activities
- Technical assistance and site development

Please contact Ken Olson at 509-944-0365 or [KenO@cted.wa.gov](mailto:KenO@cted.wa.gov) for further information.

<http://www.cted.wa.gov/site/97/default.aspx>

# Business Financing

## Brownfields Redevelopment Loan Fund

Brownfields are defined as abandoned, idled, or under-used industrial and commercial facilities where expansion or redevelopment is complicated by real or perceived environmental contamination. Low interest loans are available for cleanup of contaminated Brownfield properties. Loans are available to public or private sector entities, but not to the original contaminating entity.

Please contact Tom Stilz at 360-725-4045 or [TomS@cted.wa.gov](mailto:TomS@cted.wa.gov) for further information.

[www.cted.wa.gov/site/85/default.aspx](http://www.cted.wa.gov/site/85/default.aspx)

## Child Care Facility Fund

The mission of the Child Care Facility Fund is to increase the availability of quality, affordable and convenient child care for working families. This fund provides financial assistance through loans and grants to employers and child care businesses.

Please contact Tom Stilz at 360-725-4045 or [TomS@cted.wa.gov](mailto:TomS@cted.wa.gov) for further information.

[www.cted.wa.gov/site/89/default.aspx](http://www.cted.wa.gov/site/89/default.aspx)

## Coastal Loan Fund/Coastal Revolving Loan Fund

The Coastal Loan Fund and Revolving Loan Fund provide supplemental financing for expansion and start-up projects for businesses that create jobs in areas impacted by declines in fishing and timber industries. The business must be located in Clallam, Jefferson, Grays Harbor, Pacific or Wahkiakum counties. The maximum loan amount is \$150,000.

Please contact Steve Saylor at 360-725-4046 or [SteveSa@cted.wa.gov](mailto:SteveSa@cted.wa.gov) for further information.

[www.cted.wa.gov/site/94/default.aspx](http://www.cted.wa.gov/site/94/default.aspx)

## Coastal Revolving Technical Assistance Loan Fund

The Coastal Revolving Loan Fund allows low interest loans for the purchase of technical assistance or community development strategies. The business must be located in Clallam, Jefferson, Grays Harbor, Pacific or Wahkiakum counties. The maximum amount is \$50,000.

Please contact Steve Saylor at 360-725-4046 or [SteveSa@cted.wa.gov](mailto:SteveSa@cted.wa.gov) for further information.

[www.cted.wa.gov/site/94/default.aspx](http://www.cted.wa.gov/site/94/default.aspx)

## Community Development Block Grant (CDBG) Float Loan

The Community Development Block Grant Float Loan is a thirty-month loan given to eligible businesses that demonstrate a need for public financing in the creation or retention of jobs within the CDBG region. The maximum loan is based on funds available in the program.

Please contact Steve Saylor at 360-725-4046 or [SteveSa@cted.wa.gov](mailto:SteveSa@cted.wa.gov) for further information.

[www.cted.wa.gov/site/93/default.aspx](http://www.cted.wa.gov/site/93/default.aspx)

## Community Economic Revitalization Board (CERB)

The Washington State Community Economic Revitalization Board (CERB) encourages business and industry expansion and job creation through investment in public economic development infrastructure. CERB provides low-interest loans and grants to cities, counties, ports and special utility districts, public development authorities and federally-recognized Indian tribes for public infrastructure improvements.

Please contact Matt Ojennus at 360-725-4047 or [MatthewO@cted.wa.gov](mailto:MatthewO@cted.wa.gov) for further information.

[www.cted.wa.gov/cerb](http://www.cted.wa.gov/cerb)

## Forest Products Revolving Loan Fund

The Forest Products Revolving Loan Fund is designed to finance projects that implement value-added production processes. Financial assistance is available to qualified small and medium-sized forest products manufacturing firms. These loans may be used to finance projects that contribute to the diversification of the forest products industry. This fund is available to all areas of the state. The maximum loan amount is \$1 million.

Please contact Steve Saylor at 360-725-4046 or [SteveSa@cted.wa.gov](mailto:SteveSa@cted.wa.gov) for further information.

[www.cted.wa.gov/site/91/default.aspx](http://www.cted.wa.gov/site/91/default.aspx)

## Grants Inventory

Grant resources are available to explore funding opportunities and include a public library access to databases of federal, state and private funds; These grants are available to non-profit organizations, cities, counties and small businesses. To receive the free weekly email grants newsletter please visit:

[Grants Newsletter](#)

Please contact Tina Roose 360-725-4186 or [TinaR@cted.wa.gov](mailto:TinaR@cted.wa.gov) for further information.

## Community and Financial Assistance Unit

This unit provides technical assistance, financing services and targeted lending to assist small and medium-sized businesses in obtaining loan capital for start-up and expansion projects that create or retain jobs, stimulate private investment, increase the local tax base, and strengthen community economic vitality. These finance programs are only available to businesses operating in Washington state.

[www.cted.wa.gov/site/84/default.aspx](http://www.cted.wa.gov/site/84/default.aspx)

## HUD Section 108 Loan Guarantee

The Housing and Urban Development Section 108 program is designed for businesses that will create jobs in qualified lower-income areas. The program is funded through the HUD program and is available through cities and counties which are eligible to receive Community Development Block Grant (CDBG) funding from CTED. The maximum loan is \$7 million.

Please contact Steve Saylor at 360-725-4046 or [SteveSa@cted.wa.gov](mailto:SteveSa@cted.wa.gov) for further information.

[www.cted.wa.gov/site/92/default.aspx](http://www.cted.wa.gov/site/92/default.aspx)

## Industrial Revenue Bonds

Industrial Revenue Bonds provide financing for land, building and equipment for new and expanding manufacturing plants. These loans may be used to encourage relocations and expansions of companies that provide jobs and expand economic opportunities for residents and the community. Tax exempt bonds may be applied for by the manufacturer, processing company or wholesale distribution center to the Washington Economic Development Finance Authority (WEDFA).

Please contact Nick Demerice at 360-725-4178 or [NickD@cted.wa.gov](mailto:NickD@cted.wa.gov) for further information.

[www.wedfa.org](http://www.wedfa.org)

## Innovation Partnership Zones (IPZ)

Innovation Partnership Zones are part of the state's effort to stimulate growth in industry clusters within specific geographic areas, much like a research park environment. Innovation Partnership Zones (IPZs) bring together research, workforce training and globally-competitive companies in close geographic proximity for a cooperative, research-based effort that will lead to new commercially viable products and jobs. There are currently eleven Innovation Partnership Zones located throughout Washington State.

For more details about the different zones, go to p.16.

Please contact April Perry at 360-725-4023 or [AprilP@cted.wa.gov](mailto:AprilP@cted.wa.gov) for further information.

[www.cted.wa.gov/IPZ](http://www.cted.wa.gov/IPZ)



# Additional CTED Services

## Tourism

The mission of Washington State Tourism is to competitively market and develop Washington as a premier travel destination, providing job growth, tax revenue, sustained economic prosperity and quality of life for residents and businesses.

Strategic objectives:

- Identify and target high-value customer segments that significantly contribute to Washington, while being sensitive to the state's long-term sustainability
- Proactively mold and direct Washington products in a manner that maximizes the state's collective appeal
- Maximize the systems and organizations that help deliver visitors to Washington
- Recognize and communicate the competitive market facing Washington and use to build internal cooperation

Please contact Marsha Massey at 360-725-4172 or [MarshaM@cted.wa.gov](mailto:MarshaM@cted.wa.gov) for further information.

[www.experienceWA.com/](http://www.experienceWA.com/)

## Film and Video

The Washington State Film Office provides a leadership role in marketing the state for feature film, television and commercial production. It enhances the local industry's employment opportunities, profile and reputation within Washington and the industry nationally and internationally. Once a production chooses WA State for filming, the Film Office focuses its efforts on facilitating the pre-production needs. These can include:

- Research
- Location scouting and customized response packages
- Permitting and resource information
- Cutting red tape
- Acting as a liaison between production companies, businesses, and local, state and federal agencies.

Please contact Mary Trimarco at 206- 256-6146 or [MaryT@cted.wa.gov](mailto:MaryT@cted.wa.gov) for further information.

[www.cted.wa.gov/site/46/default.aspx](http://www.cted.wa.gov/site/46/default.aspx)

## Downtown Revitalization/ Main Street Program

Since 1984, the State Downtown Revitalization/Main Street Program has been helping communities revitalize the economy, appearance, and image of their downtown commercial districts using the successful Main Street Approach™. Main Street is a comprehensive, incremental approach to revitalization built around a community's unique heritage and attributes. Using local resources and initiative, the state program helps communities develop their own strategies to stimulate long term economic growth and pride in the heart of the community — downtown.

Please contact Susan Kempf at 360-725-4056 or [SusanK@cted.wa.gov](mailto:SusanK@cted.wa.gov) for further information.

[www.downtown.wa.gov](http://www.downtown.wa.gov)



# SECTION 2

## **Important State Agencies to Know**

## Department of Agriculture

The Washington State Department of Agriculture (with representatives in Tokyo, Taipei and Shanghai) helps food and agricultural producers find overseas buyers and export Washington food products. They also assist farmers and ranchers to directly market their products through local farmers markets and other outlets. WSDA licenses food processing and handling facilities, including dairies and also certify organic foods. The agency inspects fruits, vegetables, grains and other commodities produced in Washington for domestic markets and for export through Washington's ports. They also provide technical assistance to companies and issue export documents.

For more information: 360-902-1800

<http://www.agr.wa.gov/>

## Department of Archaeology and Historic Preservation

The Department of Archaeology and Historic Preservation helps businesses apply for a 20 percent investment tax credit for the certified rehabilitation of historic structures. Historic preservation and rehabilitation of existing building can be an attractive options to many business owners.

For more information: 360-586-3079

<http://www.dahp.wa.gov/>

## Department of Ecology

The Washington Department of Ecology, is an environmental regulatory agency for the state of Washington. The department administers laws and regulations pertaining to the areas of water quality, water rights and water resources, shoreline management, toxic clean-up, nuclear waste, hazardous waste and air quality. It also conducts monitoring and scientific assessments. Ecology is in charge of environmental permits such as the wastewater discharge permit.

For more information: 360-407-6000

[www.ecy.wa.gov](http://www.ecy.wa.gov)

## Department of Employment Security

Employment security offers services for workers and employers. During times of unemployment, the agency connects job seekers with employers, and provides businesses and individuals with the information and tools needed to adapt to a changing economy. The agency's Labor Market and Economic Analysis group collects, analyzes and disseminates labor market information on prevailing wages, economic forecasts, and supply and demand for job skills in given areas.

For more information: 360-902-9500

<http://www.esd.wa.gov/>

### Unemployment Insurance

The state requires nearly all employers to contribute to the unemployment insurance trust fund. The fund assists workers who become unemployed through no fault of their own. The state determines coverage based on the type and nature of the business and its place of operation.

For more information: 360-902-9360

<http://www.esd.wa.gov/uitax/index>

### Tax Credits for Employers

To find out if you are eligible for federal tax credits, call 1-800-669-9271 or visit: [Work Opportunity Tax Credit for Employers](#)

## Department of Financial Institutions

The Washington State Department of Financial Institutions (DFI) regulates and examines a variety of state chartered financial services. The department also provides education and outreach to protect consumers from financial fraud. One of the ways small businesses raise capital is by selling stock or other securities in their companies. However, offering requirements can be complicated, and often involve filing with the Securities Division of the Department of Financial Institutions. Information on raising capital, along with forms and filing requirements may be found at:

[www.dfi.wa.gov/sd/smallbusiness.htm](http://www.dfi.wa.gov/sd/smallbusiness.htm)

For more information: 360-902-8700

[www.dfi.wa.gov](http://www.dfi.wa.gov)

## Department of Labor and Industries (L&I)

L&I is a diverse state agency dedicated to the safety, health and security of Washington's workers. The department staff helps employers meet safety and health standards and inspects workplaces when alerted to hazards.

One of the requirements employers have to meet in Washington is to carry industrial insurance for each employee. The employer gains immunity from lawsuits should an employee become injured or ill while on the job. A business can register for industrial insurance when it files for a Master Business Application.

For more information: 1-800-547-8367 or 360-902-5799

[www.lni.wa.gov](http://www.lni.wa.gov)

## Department of Licensing

The Department of Licensing (DOL), along with the Departments of Revenue, Labor and Industries and Employment Security, has created an easy one-stop business registration process. By filing a Master Business Application on DOL's website or at a local Business Licensing field office, business owners can apply for state business licenses, some city licenses and register one or more trade names for a business.

For more information: 360-664-1400

<http://www.dol.wa.gov/business>

### Federal Employer Identification Number (FEIN)

Sole proprietors who are not employers usually do not need to apply for a FEIN. All other business entity types must apply for this registration through the IRS at 1-800-829-4933 or online at:

[www.irs.gov/businesses/small/article/0,,id=98350.00.html](http://www.irs.gov/businesses/small/article/0,,id=98350.00.html).

### Additional Licensing Requirements

In addition to state licenses, business owners must also contact each city or county where they will be doing business to determine local licensing requirements.

### Resource Guide

The Department of Licensing's *Operating a Business in Washington State* is a comprehensive resource guide.

To receive a copy please call 360-664-1400 or visit:

[www.dol.wa.gov/business/startbusiness.html](http://www.dol.wa.gov/business/startbusiness.html).

## Department of Revenue

DOR is responsible for administering and collecting retail sales tax, business and occupation tax, and use tax. DOR is also responsible for specialty taxes such as property tax, timber tax, leasehold tax, public utility tax, fish tax, and hotel tax. Washington State does not have a corporate or personal income tax.

Washington state launched a multi-agency video that gives new and small business owners easy-to-understand basics on how to plan prepare, and pay state business taxes and insurance premiums. To watch the video, go to:

<http://dor.wa.gov/Content/WorkshopsAndEducation/VideoWorkshopsAndTutorials/PlanAndPay/Default.aspx>

For more information: 1-800-647-7706 or 360-705-6705

[www.dor.wa.gov/](http://www.dor.wa.gov/)

## Governor's Office of Regulatory Assistance

The Governor's Office of Regulatory Assistance helps businesses understand how government requirements apply to environmental permitting and business licensing. Their mission is to assist citizens and improve Washington's regulatory system. ORA offers great resources for small business owners with an online business service center. ORA also provides assistance with environmental permitting and is working to make regulatory processes easier and more effective.

For more information: 1-800-917-0043 or 360-407-7037

[www.ora.wa.gov/](http://www.ora.wa.gov/)

## **Secretary of State**

### **Corporations Division**

The Secretary of State can offer valuable assistance to businesses in choosing the right legal structure. The various options include:

- Corporation (Profit and NonProfit)
- Foreign Corporation
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)
- Limited Liability Company (LLC)
- Sole Proprietorship
- General Partnership

See pp.31-32 for additional information on choosing the right legal structure for a business.

Each type of business structure has certain advantages and disadvantages that should be considered. You may wish to consult with an attorney, business counselor or financial advisor before choosing the legal structure for your business.

For more information: 360-725-0377

[www.secstate.wa.gov/corps](http://www.secstate.wa.gov/corps)

### **Charities Division**

The Charities program registers individuals, organizations, and commercial fundraisers that solicit charitable contributions from the general public. Most entities that solicit or receive contributions are required to register under the Charitable Solicitations Act. Commercial fundraisers are required to register and post a surety bond.

For more information: 360-725-0378 or 1-800-332-4483

[www.secstate.wa.gov/charities](http://www.secstate.wa.gov/charities)

## **State Board for Community & Technical Colleges**

Washington's Community and Technical Colleges offer customized education and technical training for businesses and employees. A business or employer can choose college programs, classes, and workshops to develop a curriculum that specifically meets their business needs.

For more information: 360-704-4400

<http://www.sbctc.ctc.edu/>

# SECTION 3

## **Selling to the Government**

## ***Certification***

### **Office of Minority and Women's Business Enterprises (OMWBE)**

The public contracting and procurement policies and programs of the Office of Minority and Women's Business Enterprises (OMWBE) foster the development and growth of all small businesses while encouraging, honoring and promoting diversity without preference based upon race, ethnicity or gender. The success of all small businesses, regardless of the race, ethnicity or gender of their owners is supported through OMWBE's activities.

Businesses interested in becoming certified as a minority, woman or disadvantaged business enterprise may complete OMWBE's QUIKCHEK (located on its website) to determine the likelihood of eligibility for certification. Certification may help you do business with federal and state governments as well as private sector entities with Supplier Diversity Programs. Certified businesses should directly contact federal, state, and local jurisdictions with whom they are interested in doing business to be placed on their solicitation lists for contracting and procurement opportunities.

**Olympia Office (Main)**  
360-753-9693

**Seattle Office**  
206-553-7356

**Tacoma Office**  
253-680-7393

[www.omwbe.wa.gov](http://www.omwbe.wa.gov)

## ***Goods and Services***

### **Department of General Administration**

The Washington State Department of General Administration, Purchasing and Contracts Division, oversees more than \$400 million in goods and services contracts annually.

The Washington Electronic Business Solution System (WEBS) offers one central location where vendors register to receive notification of government bidding opportunities and access to bid documents posted to WEBS by government organizations. Register for WEBS at: [www.ga.wa.gov/business](http://www.ga.wa.gov/business)

For more information: 360-902-0990

<http://www.ga.wa.gov>

## ***Highway Construction***

### **Department of Transportation**

Washington State's Department of Transportation (DOT) has multiple contracting opportunities for both small and large businesses. DOT places all project opportunities on its website and can provide an instructional tutorial to navigate the online bidding process. Subcontractors should first contact the main contractor listed in the notice to obtain information about project specific bids.

For more information: 360-705-7835

<http://www.wsdot.wa.gov/biz/contaa/>

## ***Local Assistance***

### **Procurement Technical Assistance Centers (PTAC)**

Procurement Technical Assistance Centers (PTAC) provide client driven assistance to businesses and individuals seeking information needed to compete for and perform on government contracts. These core activities combined with other outreach efforts will increase the vendor base and ultimately bring additional money and jobs to the Washington economy.

#### **Services provided:**

- ☐ Bid match service
- ☐ Interpretation of solicitations
- ☐ Assistance with registrations & certifications
- ☐ Training & seminars
- ☐ Marketing assistance

***For more information, call one of the Centers listed below.***

Aberdeen	360-532-7888
Bellingham	360-676-4255
Everett/Seattle	425-743-4567
Mt Vernon	360-336-6114
Olympia/Lacey	360-754-6320
Spokane	509-459-4120
Tacoma	253-722-5808
Yakima	509-575-1140

<http://www.washingtonptac.org/>

## ***Personal Services (Consulting)***

### **Office of Financial Management (OFM)**

Washington state agencies contract for personal services according to state law and policies established by the Office of Financial Management. State agencies can be contacted directly to find out what types of consulting services they need.

For more information: 360-902-0555

Agency contact information can be obtained at:

[www.access.wa.gov/](http://www.access.wa.gov/)

## ***Technical Assistance***

### **Electronic Commerce Technical Assistance Group (ECTAG)**

The Electronic Commerce Technical Assistance Group, ECTAG is a 501 (c)(3) nonprofit corporation that provides electronic commerce, supply chain integration and government procurement expertise to government entities, industrial organizations, and their small business partners through consultation, training, and technical assistance.

For more information: 360-281-2701

<http://www.ectag.org/>



# SECTION 4

## **Resources for Entrepreneurs**

## **Export Finance Assistance Center of Washington (EFACW)**

The Export Finance Assistance Center of Washington (EFACW) assists local businesses with the “payment” and “finance” aspects of selling internationally. EFACW staff work with local businesses in researching prospective foreign buyers, structuring appropriate payment terms, and engaging third-party support to cover foreign payment risk. EFACW is the local “city/state” partner of the U.S. Export-Import Bank and an active intermediary of its small-business programs (export credit insurance, end-user finance, working capital guarantees).

For more information: 206-256-6127

<http://www.efacw.org/>

## **Infrastructure Assistance Coordinating Council (IACC)**

The IACC is a 20 year old nonprofit organization of staff from state and federal agencies, local government associations, nonprofit technical assistance organizations, tribes and universities. The IACC provides a free searchable database of federal, state, and private funding and technical assistance for infrastructure specifically in Washington. Infrastructure categories include: community and economic development, communications, education, energy and power systems, environment, public facilities, recreation, transportation, waste management, and water management.

For more information: 360.725.3006

[www.infracfunding.wa.gov](http://www.infracfunding.wa.gov)

## **International Trade Alliance (ITA)**

ITA works with area businesses in Eastern Washington to help them establish or expand their global presence. They are partners with the County of Spokane, the cities of Spokane, Spokane Valley and Liberty Lake, as well as the Washington State Department of Community, Trade and Economic Development, the US Commercial Service and US Export Assistance Center. The International Trade Alliance is the only organization in Eastern Washington that represents international business issues at the local, state and federal levels.

For more information: 509-413-1470

<http://www.intrade.org>

## **Micro-Enterprise Program**

The Micro-Enterprise Program is a group of approximately 20 Micro-Enterprise organizations across the state that offer business training, technical assistance, and access to credit through pass-through funds from the Washington State Micro-Enterprise Association. Their goal is to create new businesses, generate jobs and advance self-sufficiency through self-employment.

For more information: 253-661-0930

[www.wamicrobiz.org](http://www.wamicrobiz.org)

## **Northwest Trade Adjustment Assistance Center (TAAC)**

The Northwest Trade Adjustment Assistance Center (TAAC) is a non-profit organization that assists import-injured manufacturers and agriculture through grants from the U.S. Department of Commerce. TAAC staff helps eligible firms develop and implement a recovery strategy to regain a competitive position in the workplace. TAAC accomplishes this by providing technical assistance in manufacturing, marketing, product development, finance, and management. Business assistance in the qualification stage is free. However, costs for providing strategic planning and technical assistance are shared by the business and the federal government.

For more information: 206-622-2730

<http://www.nwtaac.org/>

## **Sirti**

Sirti is a state economic development agency focused on accelerating the development and growth of innovative technology companies in Eastern Washington. Technology start-ups and high growth companies throughout Eastern Washington receive business coaching and support at no cost, and have access to capital and low or no cost business legal services. Sirti also has 40,000 sq ft of state-of-the-art incubator facilities in Spokane's University District and Innovation Zone.

For more information: 509-358-2000

<http://www.sirti.org/>

## Small Business Innovation Research

The U.S. Small Business Administration (SBA) Office of Technology administers the Small Business Innovation Research (SBIR) Program and the Small Business Technology Transfer (STTR) Program. Through these two competitive grant programs, SBA ensures that the nation's small, high-tech, innovative businesses are a significant part of the federal government's research and development efforts.

For information on applying for an SBIR grant, agency research programs, programs, application status, and ideas for potential research projects, please contact the agency that is most aligned with the area of proposed research.

<http://www.sbir.gov/>

## Washington Economic Development Finance Authority (WEDFA)

WEDFA has the authority to issue non-recourse economic development bonds on both a taxable and tax-exempt basis in support of qualifying projects - manufacturing and processing facilities and projects categorized as "exempt facilities" under federal tax law. These may include wastewater, solid waste disposal, mass commuting, and some types of recycling and cogeneration projects. WEDFA cannot assist retail projects.

For more information: 206-587-5634

[www.wedfa.org](http://www.wedfa.org)

## Washington Manufacturing Services (WMS)

WMS is a not-for-profit company providing high quality, affordable technical services for Washington manufacturers. These services include:

- Implementing lean manufacturing
- Process and product improvements
- Strategic planning
- Change in management assistance

For more information: 425-438-1146

<http://www.wamfg.org/>

## Washington Technology Center (WTC)

WTC stimulates job growth in Washington state companies by helping develop commercially viable technology. Companies and entrepreneurs can leverage their research and development (R&D) dollars through WTC's Research and Technology Development (RTD) grant program. Funding supports research partnerships between Washington companies and university researchers.

Other WTC small business services include:

- Assistance in obtaining federal SBIR grants
- Help with business plans and product development
- Access to seed capital
- Provides industry access to specialized laboratory equipment and facilities for R&D activities

For more information: 206-685-1920

<http://www.watechcenter.org/>

## Western Washington University's Research Center

Western Washington University's Research Center provides a statewide economic gardening program for businesses through economic development practitioners. Economic gardening supports entrepreneurial activities with cutting-edge research tools and secondary research to help companies plan, expand or adjust to market changes. Research services include: local/regional/national demographics, industry trends, competitive intelligence and market research.

For more information: 360-733-4014

[www.cbe.wvu.edu/sbdc](http://www.cbe.wvu.edu/sbdc)

# Innovation Partnership Zones (IPZ)

Washington State is one of the most highly-ranked states in the nation for its innovation economy. With a history of innovation that has led to powerhouse institutions like Microsoft and Boeing, Washington places a high priority on inspiring “The Next Big Thing.”

Washington’s new Innovation Partnership Zones are designed to attract dense concentrations of globally-competitive companies in a shared location with similar research subjects (think “Research Park”).

Would your company benefit from:

- ☐ Co-location with similar research-based companies?
- ☐ Active partnership with a research institution that shares your research focus?
- ☐ Collaboration with start-ups, entrepreneurs and researchers to commercialize your processes and products?
- ☐ Partnership with workforce training agencies that can ramp up the skills of the specialized workforce that you will need tomorrow?

Visit an Innovation Partnership Zone and inquire about siting and research opportunities for your company:

<http://www.cted.wa.gov/site/1099/default.aspx>

## BELLINGHAM

### **Bellingham Innovation Zone**

The Bellingham Innovation Zone consists of advanced marine manufacturing and related technologies with a dedicated Marine Trades Center to house collaborative research and technical training resources. The focus of the zone is on the marine industry (low-wake, fast ferry vessel prototypes, hydroscience and engineering and design, wake wash energy studies, advanced composite and aluminum alloy techniques, machine technology for high-precision manufacture, thermo-photovoltaic systems, clean fuel catalysts).

Please contact Dodd Snodgrass at 360-676-2500 for further information

<http://www.bellinghamwaterfrontdistrict.com/WATERFRONT.php>

## BOTHELL

### **Bothell Biomedical Manufacturing Corridor**

The Bothell IPZ established a University of Washington Biotechnology and Biomedical Technology Institute, principally to support medical device / ultra sound manufacturing (nuclear medicine imaging, high-definition cardiology systems, tissue harmonic imaging, 3D and panoramic imaging).

Please contact Terrie Battuello at 425-489-3387 for further information.

<http://www.ci.bothell.wa.us/>

## EVERETT

### **The Aerospace Convergence Zone**

Washington's aerospace industry is highly research dependent and is global in scope. The Aerospace Convergence Zone in Snohomish county has a focus on aircraft production and aero-tourism; research in new materials and processes for aircraft production.

Please contact Mary Jane Brell Vujovic at 425-921-3405 for further information.

<http://www.wdcsc.org/>

## GRAYS HARBOR

### **Grays Harbor Sustainable Industries**

Sustainable industries are innovative and research oriented by nature. The focus of the zone is on research and development of bioenergy, bio-based product manufacturing, particularly high-value byproducts from bio-based energy production, and synergy between biodiesel and petroleum-free bio-based composites and polymers.

Please contact Mary Nelson at 360-533-9504 for further information.

<http://www.co.grays-harbor.wa.us/>

## PORT ANGELES

### **Sequim, North Olympic Innovation Partnership Zone**

The North Olympic IPZ in Clallam county supports the idea-to-market commercialization process in the marine biotechnology sector. Research is focused around: marine biotechnology, coastal assessment and restoration, forecasting stressors on marine and estuarine systems, and coastal security.

Please contact Linda Rotmark at 360-457-7793 for further information.

## PULLMAN

### **Pullman Innovation Partnership Zone**

The Pullman IPZ has formed a Green IT Alliance (GITA) which is the centerpiece of the IPZ. GITAs mission is to create a national center of excellence for energy efficient IT and data center technologies. The primary emphasis/ technical research areas are: clean IT and datacenter technologies, energy efficient technologies, computer hardware, software and network architectures, power and cooling infrastructure, and integration into building and landscape architecture (power, cooling, landscape, alternative energy, building controls, etc.).

Please contact Joe Poire at 509-397-3791 for further information.

[www.gitalliance.org](http://www.gitalliance.org)

## **RICHLAND**

### **Tri-Cities Research District**

The Tri-Cities Research District is a special “Innovation Eco-system” assisting research and technology companies to successfully develop, commercialize, and market their products world wide. The focus of the IPZ is sustainable development, with focus on integrated electrical - thermal production, solar dish generating systems, commercial-scale fuel cells. Also, ancillary research bioenergy, bio-based product manufacturing, particularly high-value byproducts from bio-based energy production, and biorefinery for bioproducts processing.

Please contact Diahann Howard at 509-375-3060 for further information.

[www.tricitiesresearchdistrict.org](http://www.tricitiesresearchdistrict.org)

## **SEATTLE**

### **South Lake Union Life Science Innovation Partnership Zone**

The South Lake Union zone provides a geographically concentrated life sciences focus on bioscience, biotechnology and pharmaceuticals, cardiovascular and regenerative biology, cancer research, and infectious disease research.

Please contact Brian Surratt at 206-684-8591 for further information.

<http://www.seattle.gov/>

## **SPOKANE**

### **Spokane University District Innovation Partnership Zone**

Spokane's University District IPZ is the regional epicenter for health sciences research, development and commercialization using state-of-the-art high performance computing in an energy smart environment. The focus of the University District is on healthcare, education, and research and innovation-driven business development (biomedical research, computational biology, bioinformatics, systems biology, epigenetics, genomics, genomic hybridization, chromosomal biology, drug discovery, proteomics, assay miniaturization).

Please contact Robin Toth at 509-742-9388 for further information.

<http://www.greaterspokane.org>

## **VANCOUVER**

### **Discovery Corridor Innovation Zone; Steinmueller Innovation Park**

Steinmueller Innovation Park is a research park that conducts research in the fields of: semiconductor and micro-device design, IC manufacturing and processing, display technology and multimedia, thermodynamics, robotics, computer software, optical transmission, high-power diode laser structures, and innovative microelectronics.

Please contact Bart Phillips at 360-567-1060 for further information.

[www.credc.org](http://www.credc.org)

## **WALLA WALLA**

### **Walla Walla Valley Innovation Partnership Zone**

The Walla Walla Innovation Partnership Zone's focus is on a long-term initiative to acculturate innovation as a principal economic driver beginning at the intersection of two key assets – water & wine. The zone is creating an environment for the establishment and growth of research, commercialization and training (microbiology services, innovation in irrigation, workforce training in the production of wine and water/natural resource innovations).

Please contact Duane Cole at 509-527-4522 for further information.

<http://www.ci.walla-walla.wa.us>

# SECTION 6

## **State Associations**



# Economic Development Councils (EDCs) & Associate Development Organizations (ADOs)

EDCs and ADOs across the state provide business assistance and resources which may include community profiles, business seminars, industrial site information and finance assistance for small businesses with start-up needs. CTED maintains a contracted relationship with each county in the state to designate an Associate Development Organization (ADO) in their county to serve as the primary partner in local economic development activities. The broad role of ADOs is to serve as the point of contact for local economic development activities, recruit/host new businesses, and coordinate business retention and expansion activities within their service area. The ADOs also serve as the principal contact for CTED regarding economic activity in their area.

[www.cted.wa.gov/site/43/default.aspx](http://www.cted.wa.gov/site/43/default.aspx)

**Adams County**  
**Adams County EDC (EDC/ADO)**  
111 N Washington  
P.O. Box 504  
Ritzville, WA 99169  
509-659-4618  
[acdc884@centurytel.net](mailto:acdc884@centurytel.net)

**Clark County**  
**Columbia River EDC (EDC/ADO)**  
805 Broadway Ste 412  
Vancouver, WA 98660  
360-567-1060  
[Bphillips@credc.org](mailto:Bphillips@credc.org)

**Franklin County**  
**TRIDEC (EDC/ADO)**  
901 N Colorado St  
Kennewick, WA 99336  
509-735-1000  
[tridec@tridec.org](mailto:tridec@tridec.org)

**Asotin County**  
**SouthEast Washington EDA (SEWEDA)**  
(EDC/ADO)  
845 Port Way  
Clarkston, WA 99403  
509-751-9144  
[kathy@seweda.org](mailto:kathy@seweda.org)

**Columbia County**  
**SEWEDA-Columbia County (EDC/ADO)**  
166 E Main St  
Dayton, WA 99328  
509-382-4825  
[Lisa@seweda.org](mailto:Lisa@seweda.org)

**Garfield County**  
**SEWEDA-Garfield County (EDC/ADO)**  
910 Main St. #6  
P.O. Box 953  
Pomeroy, WA 99347  
509-843-1104  
[Alesia@seweda.org](mailto:Alesia@seweda.org)

**Benton County**  
**TRIDEC (EDC/ADO)**  
901 N Colorado St  
Kennewick, WA 99336  
509-735-1000  
[tridec@tridec.org](mailto:tridec@tridec.org)

**Cowlitz County**  
**Cowlitz County EDC (EDC/ADO)**  
PO Box 1278  
US Bank Bldg  
1452 Hudson Ste 208  
Longview, WA 98632  
360-423-9921  
[sprague@cowlitzedc.com](mailto:sprague@cowlitzedc.com)

**Grant County**  
**Grant County EDC (EDC/ADO)**  
6594 Patton Blvd NE  
Moses Lake, WA 98837  
509-764-6579  
[tbrewer@grantedc.com](mailto:tbrewer@grantedc.com)

**Chelan County**  
**Port of Chelan County (ADO)**  
238 Olds Station Rd Ste A  
Wenatchee, WA 98801  
509-663-5159  
[info@portofchelancounty.com](mailto:info@portofchelancounty.com)

**Douglas County**  
**Port of Douglas EDC (EDC/ADO)**  
3306 5<sup>th</sup> St SE  
East Wenatchee, WA 98802  
509-884-4700  
[pat@portofdouglas.org](mailto:pat@portofdouglas.org)

**Grays Harbor County**  
**Grays Harbor EDC (EDC/ADO)**  
506 Duffy St  
Aberdeen, WA 98520  
360-532-7888  
[ghedc@techline.com](mailto:ghedc@techline.com)

**Clallam County**  
**Clallam County EDC (EDC/ADO)**  
PO Box 1085  
905 W. 9th Street, Suite 139  
Port Angeles, WA 98362  
360-457-7793  
[info@clallam.org](mailto:info@clallam.org)

**Ferry County**  
**Tri-County Econ. Dev. District (TEDD)**  
(EDC/ADO)  
PO Box 1212  
90 N Clark Ave Ste C  
Republic, WA 99166  
509-775-3047  
[ferryeds@rcabletv.com](mailto:ferryeds@rcabletv.com)

**Island County**  
**Island County EDC (EDC/ADO)**  
PO Box 279  
Coupeville, WA 98239  
360-678-6889  
[icedc@whidbey.net](mailto:icedc@whidbey.net)

**Jefferson County**

**Team Jefferson EDC** (EDC/ADO)  
WSU Jefferson Co Extension  
201 W Patison St  
Port Hadlock, WA 98339  
360-379-5610 Ext. 202  
[team@jefferson.wsu.edu](mailto:team@jefferson.wsu.edu)

**King County**

**enterpriseSeattle** (EDC/ADO)  
1301 5<sup>th</sup> Ave Ste 2500  
Seattle, WA 98101  
206-389-8650  
[info@enterprisesseattle.org](mailto:info@enterprisesseattle.org)

**Kitsap County**

**Kitsap Economic Development Alliance** (EDC/ADO)  
4312 Kitsap Way Ste 103  
Bremerton, WA 98312  
360-377-9499  
[info@kitsapeda.org](mailto:info@kitsapeda.org)

**Kittitas County**

**Economic Development Group of Kittitas County** (EDC/ADO)  
PO Box 598  
221 E 4<sup>th</sup> Ave  
Ellensburg, WA 98926  
509-962-7244  
[edgkc@kittitasedc.org](mailto:edgkc@kittitasedc.org)

**Klickitat County**

**Klickitat County Public EDA**  
(EDC/ADO)  
127 W Court St MS-CH26  
Goldendale, WA 98620  
509-773-7060  
[mikec@co.klickitat.wa.us](mailto:mikec@co.klickitat.wa.us)

**Lewis County**

**Lewis County EDC** (EDC/ADO)  
PO Box 916  
1611 N National  
Chehalis, WA 98532  
360-748-0114  
[dlarman@rainierconnect.com](mailto:dlarman@rainierconnect.com)

**Lincoln County**

**Lincoln County EDC** (EDC/ADO)  
PO Box 76  
114 Main St.  
Wilbur, WA 99185  
509-647-0545  
[pamedc@accima.com](mailto:pamedc@accima.com)

**Mason County**

**EDC of Mason County** (EDC/ADO)  
PO Box 472  
Community Credit Union Bldg  
2948 Olympic Hwy N, Ste 1  
Shelton, WA 98584  
360-426-2276  
[matt@masonedc.com](mailto:matt@masonedc.com)

**Okanogan County**

**The Economic Alliance** (EDC/ADO)  
PO Box 626  
320 Omak Ave  
Omak, WA 98841  
509-826-5107  
[rholderdiefenbach@economic-alliance.com](mailto:rholderdiefenbach@economic-alliance.com)

**Pacific County**

**Pacific County EDC** (EDC/ADO)  
530 Commercial St  
Raymond, WA 98577  
360-875-9330  
[caruss@pacifiedc.org](mailto:caruss@pacifiedc.org)

**Pend Oreille County**

**Tri-Co Econ Dev District (TEDD)**  
(EDC/ADO)  
301 W Spruce Ste E  
Newport, WA 99156  
509-447-5569  
[jhalterman@povn.com](mailto:jhalterman@povn.com)

**Pierce County**

**The Economic Development Board for Tacoma-Pierce County**  
(EDC/ADO)  
PO Box 1555  
950 Pacific Ave Ste 410  
Tacoma, WA 98401  
253-383-4726  
[Bruce@edbtacomapierce.org](mailto:Bruce@edbtacomapierce.org)

**San Juan County**

**San Juan County EDC** (EDC/ADO)  
PO Box 3053  
540 Guard St Ste 110  
Friday Harbor, WA 98250  
360-378-2906  
[info@islandway.org](mailto:info@islandway.org)

**Skagit County**

**EDA of Skagit County** (EDC/ADO)  
PO Box 40  
204 W Montgomery  
Mount Vernon, WA 98273  
360-336-6114  
[Don@skagit.org](mailto:Don@skagit.org)

**Skamania County**

**Skamania County EDC** (EDC/ADO)  
PO Box 436  
167 NW Second  
Stevenson, WA 98648  
509-427-5110  
[pbryan@skamania-edc.org](mailto:pbryan@skamania-edc.org)

**Snohomish County**

**EDC of Snohomish County**  
(EDC/ADO)  
728 134th St SW Ste 128  
Everett, WA 98204  
425-743-4567  
[dknutson@snoedc.org](mailto:dknutson@snoedc.org)

**Spokane County**

**Greater Spokane Incorporated**  
(EDC/ADO)  
801 W Riverside Ste 302  
Spokane, WA 99201  
509-742-9388  
[rtoth@greaterspokane.org](mailto:rtoth@greaterspokane.org)

**Stevens County**

**Tri-Co Econ Dev District (TEDD)**  
(EDC/ADO)  
347 W Second Ave Ste A  
Colville, WA 99114  
509-684-4571  
[shanlin@teddonline.com](mailto:shanlin@teddonline.com)

**Thurston County**

**[Thurston County EDC](#)** (EDC/ADO)  
665 Woodland Sq Loop SE Ste 201  
Lacey, WA 98503  
360-754-6320  
[mcade@thurstonedc.com](mailto:mcade@thurstonedc.com)

**Wahkiakum County**

**[Lower Columbia EDC](#)** (EDC/ADO)  
PO Box 243  
102 Main St Ste 203  
Cathlamet, WA 98612  
360-795-3996  
[lcedc@cni.net](mailto:lcedc@cni.net)

**Walla Walla County**

**[Port of Walla Walla EDC](#)** (EDC/ADO)  
310 "A" St  
Walla Walla Regional Airport  
Walla Walla, WA 99362  
509-525-3100  
[pg@portwallawalla.com](mailto:pg@portwallawalla.com)

**Whatcom County**

**[Bellingham Whatcom EDC](#)**  
(EDC/ADO)  
PO Box 2803  
115 Unity St Ste 101  
Bellingham, WA 98225  
360-676-4255 / 1-800-810-4255  
[nancy@bwedc.org](mailto:nancy@bwedc.org)

**Whitman County**

**[Port of Whitman](#)** (ADO)  
105 W Island St.  
Colfax, WA 99111  
509-397-3791  
[joepoire@stjohncable.com](mailto:joepoire@stjohncable.com)

**Yakima County**

**[Yakima County Development Association](#)** (EDC/ADO)  
PO Box 1387  
10 N 9<sup>th</sup> St  
Yakima, WA 98907  
509-575-1140  
[davemc@ycda.com](mailto:davemc@ycda.com)

# Small Business Development Centers

Small Business Development Centers (SBDCs) provide small business owners with training and free counseling for day-to-day business operations. SBDCs can help business owners develop business plans, establish bookkeeping systems, or map out business strategies.

## **SBDC Administrative Office**

Washington State University  
PO Box 1495  
534 E Spokane Falls Blvd Ste 201  
Spokane, WA 99210  
<http://www.wsbdc.org/>

## **Aberdeen**

[Grays Harbor College](#)  
[Stewart, Erik](#)  
Certified Business Advisor  
1620 Edward P Smith Dr Bldg 200  
Aberdeen, WA 98520  
360-538-2530

## **Auburn**

[Green River Community College](#)  
[SBDC](#)  
[Burnett-Keener, Deanna](#)  
Director  
110 2<sup>nd</sup> St SW Ste 135  
Auburn, WA 98001  
253-333-4953

## **Bellingham**

[SBDC/Western Washington](#)  
[University](#)  
119 N Commercial St Ste 195  
Bellingham, WA 98225  
360-733-4014

## **Bremerton**

[Kitsap Business Assistance](#)  
[Center](#)  
[Riedrich, Rand](#)  
Business Advisor  
345 6<sup>th</sup> St Ste 568  
Bremerton, WA 98337  
360-307-4220

## **Chehalis**

[SBDC](#)  
[Baria, David](#)  
Certified Business Advisor  
1611 N National Ave  
Chehalis, WA 98532  
360-748-0114

## **Des Moines**

[Highline Community College](#)  
[Siegl, Zev](#)  
Certified Business Advisor  
PO Box 98000 MS 99-101  
23835 Pacific Hwy S Ste 102  
Des Moines, WA 98198  
206-878-3710

## **Everett**

[Edmonds Community College](#)  
[SBDC](#)  
[Jennifer Shelton](#)  
Certified Business Advisor  
728 134<sup>th</sup> St SW Ste 128  
Everett, WA 98204  
425-640-1435

## **Longview**

[SBDC](#)  
[Susan Hoosier](#)  
Certified Business Advisor,  
Certified Ec. Dev. Finance  
Professional  
1600 Maple St  
Don Talley Bldg Rm 103A  
Longview, WA 98632  
360-442-2946

## **Moses Lake**

[Big Bend Community College](#)  
[SBDC](#)  
[Allan Peterson](#)  
Certified Business Advisor  
7662 Chanute St NE  
Bldg 1800, Rm 1857A  
Moses Lake, WA 98837  
509-793-2373

## **Mount Vernon**

[Economic Dev. Assoc. of Skagit](#)  
[County](#)  
[Traci Stark](#)  
Certified Business Advisor  
204 W Montgomery  
Mount Vernon, WA 98273  
360-336-6114

## **Olympia**

[SBDC](#)  
[Celia Nightingale](#)  
Certified Business Advisor  
665 Woodland Square Loop SE,  
Ste 201  
Lacey, WA 98503  
360-407-0014

## **Omak**

[SBDC](#)  
[Lewis Blakeney](#)  
Certified Business Advisor  
The Economic Alliance  
320 Omak Ave  
Omak, WA 98841  
509-826-5107

## **Port Angeles**

[Lincoln Center](#)  
[Kathleen Purdy](#)  
Certified Business Advisor, Center  
Director  
905 S B St Ste 128  
Port Angeles, WA 98363  
360-417-5657

**Port Townsend****[SBDC](#)****[Kathleen Purdy](#)**

Certified Business Advisor, Center  
Director  
PO Box 1849  
211 Taylor St Ste 402A  
Port Townsend, WA 98368  
360-334-3078

**Pullman****[SBDC](#)****[Terry Cornelison](#)**

Business Advisor  
WSU Research and Technology Park  
1610 NE Eastgate Blvd. Ste 650  
Pullman, WA 99163  
509-335-8081

**Seattle****[WSU West](#)****[David Young](#)**

Certified Business Advisor  
13925 Interurban Ave. South  
Seattle, WA 98168  
206-389-2922

**[WSU SBDC](#)****[Michael Franz](#)**

Certified Business Advisor  
520 Pike St, Ste 1101  
Seattle, WA 98101  
206-428-3022

**Spokane****[SBDC](#)****[Richard Thorpe](#)**

Certified Business Advisor  
SIRTI Bldg  
665 N Riverpoint Blvd Ste 201  
Spokane, WA 99202  
509-358-7890

**Tacoma****[Bates Technical College SBDC](#)****[John Rodenberg](#)**

Certified Business Advisor  
1101 S Yakima Ave Rm M-123  
Tacoma, WA 98405  
253-680-7768

**Tri-Cities****[Columbia Basin College SBDC](#)****[Bruce Davis](#)**

Certified Business Advisor, Center  
Director  
1600 N 20<sup>th</sup> Ave  
Pasco, WA 99336  
509-542-5635

**Vancouver****[WSU SBDC](#)****[Jan Harte](#)**

Certified Business Advisor  
12000 NE 95<sup>th</sup> St Ste 504  
Vancouver, WA 98682  
360-260-6372

**Wenatchee****[SBDC](#)****[Jim Fletcher](#)**

Certified Business Advisor  
285 Technology Center Way Ste 101  
Wenatchee, WA 98801  
509-682-6905

**Yakima****[SBDC](#)****[Linda Johnson](#)**

Certified Business Advisor  
10 N 9<sup>th</sup> St  
Yakima, WA 98901  
509-454-7612

# Washington Workforce Association (WWA)

The Washington Workforce Association works in the field of workforce development helping employers find the skilled workers they need. The Association helps to create better services to assist unemployed people find jobs and aid current workers to move up in their careers. WWA's leadership is comprised of the chief executives of Washington's 12 certified Workforce Development Councils (WDCs). WDCs are led by local business leaders representing nearly 200 Washington state employers. Please contact the regional WorkForce Development Council in your area for direct assistance for employment needs. For more information: 360-693-6362

<http://www.washingtonworkforce.org/WDCs/index.php>

## **Benton-Franklin Workforce Development Council**

815 North Kellogg St. Suite C  
Kennewick, WA 99336  
Michelle Mann, Executive Director  
509-734-5984

[mmann@bf-wdc.org](mailto:mmann@bf-wdc.org)

<http://www.bentonfranklinwdc.com>

## **Eastern Washington Partnership Workforce Development Council**

Ferry, Pend Oreille, Garfield, Stevens, Columbia,  
Lincoln, Whitman, Asotin, and Walla Walla Counties  
956 South Main Street  
Colville, WA 99114  
Tom O'Brien, Director  
509-685-6129

[tobrien@ruralresources.org](mailto:tobrien@ruralresources.org)

<http://www.ruralresources.org>

## **North Central Washington Workforce Development Council**

Chelan, Okanogan, Grant, Douglas, and Adams  
Counties

234 North Mission Avenue  
Wenatchee, WA 98807-2360  
Dave Petersen, Director  
509-663-3091 ext. 228

[dave@skillsource.org](mailto:dave@skillsource.org)

<http://www.skillsource.org>

## **Northwest Workforce Development Council**

Whatcom, Skagit Island, and San Juan Counties

101 Prospect Street  
PO Box 2009  
Bellingham, WA 98227  
Gay Dubigk, Director  
360-676-3206

[gdubigk@nwpic.bellingham.wa.us](mailto:gdubigk@nwpic.bellingham.wa.us)

<http://www.nwboard.org>

## **Olympic Workforce Development Council**

Clallam, Kitsap, and Jefferson Counties

614 Division Street MS 23  
Port Orchard, WA 98366-4676  
Steve Frazier, Director  
360-337-7185 ext. 3526

[sfrazier@co.kitsap.wa.us](mailto:sfrazier@co.kitsap.wa.us)

[www.kitsapgov.com/hr/wsolympic/owdcboard.htm](http://www.kitsapgov.com/hr/wsolympic/owdcboard.htm)

## **Pacific Mountain Workforce Consortium**

Grays Harbor, Mason, Lewis, Thurston, and Pacific  
Counties

1570 Irving Street  
Tumwater, WA 98512  
Mike Kennedy, Director  
360-570-4240

[mhkennedy@pacificmountainworksource.org](mailto:mhkennedy@pacificmountainworksource.org)

<http://www.co.thurston.wa.us/pacmnt/>

## **Snohomish County Workforce Development Council**

728 - 134th Street SW - Suite 128  
Everett, WA 98204  
Sue Ambler, Director  
425-921-3423

[sue.ambler@wdcsc.org](mailto:sue.ambler@wdcsc.org)

<http://www.wdcsc.org/>

## **Spokane Area Workforce Development Council**

808 West Spokane Falls Blvd.  
Spokane, WA 99201

Mark Mattke, Workforce Strategy and Planning Director  
509-625-6214

[mmattke@wdcspokane.com](mailto:mmattke@wdcspokane.com)

<http://wdcspokane.com>

**South Central Washington Workforce Council**

**Yakima, Kittitas, Klickitat, and Skamania Counties**

120 South Third Street #200A

Yakima, WA 98901

Patrick Baldoz, Director

509-574-1950

[patrick.baldoz@co.yakima.wa.us](mailto:patrick.baldoz@co.yakima.wa.us)

<http://www.co.yakima.wa.us/e&t>

**Southwest Washington Workforce Development Council**

**Clark, Cowlitz, and Wahkiakum Counties**

Lisa Nisenfeld, Executive Director

805 Broadway - Suite 412

Vancouver, WA 98660

360-567-1070

[lnisenfeld@swwdc.org](mailto:lnisenfeld@swwdc.org)

<http://www.swwdc.org>

**Tacoma - Pierce County Workforce Development Council**

3650 South Cedar Street

Tacoma, WA 98409

Linda Nguyen, Executive Director

253-472-8094

[lnghuyen@pic.tacoma.wa.us](mailto:lnghuyen@pic.tacoma.wa.us)

<http://www.worksourcepierce.com/wdc/>

**Workforce Development Council of Seattle - King County**

Market Place One Bldg.

2003 Western Avenue #250

Seattle, WA 98121-2161

Kris Stadelman, CEO

206-448-0474

[kstad@seakingwdc.org](mailto:kstad@seakingwdc.org)

<http://www.seakingwdc.org>



# Additional Associations

## Association of Washington Business (AWB)

AWB is Washington state's premier advocate for the business community and is recognized as the state's chamber of commerce and manufacturing and technology association.

The mission of AWB is to advance an economic climate that enables our members, employees, and all citizens to prosper.

As an organization, AWB has built a solid record of success in the legislative and regulatory arenas. Recent achievements include regulatory reform, tax incentives and reductions that help attract — and retain — business investment in Washington state, and policy changes that encourage state agencies to become more efficient and customer-friendly.

For more information: 360-943-1600

<http://www.awb.org>

## Chambers of Commerce

Chambers of Commerce act as grass-roots economic development organizations for their communities. They are excellent sources of information and business assistance. Chamber members may have the opportunity to participate in business workshops and seminars. Chambers provide networking, regulatory management, community activities, and economic development. Chambers of Commerce can offer businesses a way to build broad-based business support, collective leadership, and local community economic growth.

For more information: 360-802-4595

[www.wcce.org](http://www.wcce.org)

## Public Libraries

Public libraries are good sources for business information. They have reference materials ranging from business demographics to business strategies. To locate a library near you, please visit:

<http://www.publiclibraries.com/>

For more information: [info@publiclibraries.com](mailto:info@publiclibraries.com)

## Washington Society of Certified Public Accountants (CPAs)

The Washington Society of CPAs has programs designed to help businesses succeed. Their Firm Enhancement program offers assistance in the following:

- CPA referral service
- Marketing toolkit
- Financial statement review

The Washington Society of CPAs is also an excellent place for your tax resources.

For more information: 1-800-272-8273 or 425-644-4800

<https://www.wscpa.org/wscpa/index.cfm>

## Washington State Bar Association (WSBA)

The Washington State Bar Association can help businesses looking for legal assistance. They have a detailed lawyers directory, a lawyer referral service, and information about Washington state's legal framework.

For more information: 800-945-WSBA (9722)

<http://www.wsba.org/public/default.htm>

# SECTION 7

## **Federal and Local Agencies**

## City and County Licenses/Permits

Cities and counties often require a local business license in addition to the state's master license. Check with the local government where you plan to do business to find out if local licensing or other permits (such as building or food handling permits) are required.

For more information: 360-902-3600

<http://www.dol.wa.gov/business/>

## Community Capital Development

Community Capital Development, a non-profit community development organization and a certified community development financial institution, provides access to capital and business assistance to low-income, women and minority entrepreneurs and small businesses in distressed and underserved communities in Washington state. They administer the following programs that help alleviate poverty through self-sufficiency achieved through entrepreneurialism:

- Women's Business Centers (WBC)
- Minority Business Enterprise Center (MBEC)
- Seattle Small Business Incubator (SSBI)

For more information: 206-324-4330 ext. 100

<http://www.seattleccd.com/>

## The National Center for American Indian Enterprise Development (NWNABEC)

The NW Native American Business Development Center provides management and technical assistance for Native Americans residing in the states of Washington, Oregon, and Idaho. This assistance extends to both tribes and individuals living on and off the reservation. Assistance is available for all stages from business start-up through expansion. The following is a partial list of services:

- Financial and loan packaging
- Business plan preparation
- Procurement assistance
- Minority certification assistance
- 8(a) Assistance

For more information: 206-365-7738

[www.nwnabec.org](http://www.nwnabec.org)

## Service Corps of Retired Executives (SCORE)

The United States Small Business Administration's SCORE program is staffed by retired volunteer business executives who offer free counseling to small businesses. Downloadable business plans and financial statements are available at [http://www.score.org/business\\_toolbox.html](http://www.score.org/business_toolbox.html).

Bellingham	360-685-4259
Seattle	206-553-7320
Spokane	509-459-4118
Tacoma	253-680-7770
Wenatchee	509-662-2116
Tri-Cities	509-547-0511
Yakima	509-248-2021

<http://www.score.org/>

## U.S. Department of Agriculture

### USDA Rural Development

USDA Rural Development offers a variety of grant programs that facilitate the development of small and emerging private business enterprises, promote sustainable economic development and job creation projects in rural communities with the most need. Additionally, grants are available to help fund renewable energy and energy efficiency projects in rural America as well as to encourage independent producers of agricultural commodities to further refine their products, thereby increasing their value to end users. Grant opportunities include:

- Rural Business Enterprise Grant
- Rural Business Opportunity Grant
- Rural Economic Development Grant
- Value Added Producers Grant
- Renewable Energy and Energy Efficiency Program

For more information: 360-704-7740

<http://www.rurdev.usda.gov/wa>

## U.S. Department of Commerce

### Economic Development Administration (EDA)

The mission of the Economic Development Administration (EDA) is to generate jobs, help retain existing jobs, and stimulate industrial and commercial growth in economically distressed areas of the United States. EDA assistance is available to rural and urban areas of the nation experiencing high unemployment, low income, or other severe economic distress. The EDA is guided by the basic principle that distressed communities must be empowered to develop and implement their own economic development and revitalization strategies. Based on these locally and regionally developed priorities, EDA works in partnership with state and local governments, regional economic development districts, public and private nonprofit organizations, and Indian tribes.

For more information: 206-220-7660

<http://www.eda.gov/Home/EDAHomePage.xml>

## U.S. Department of Justice

### U.S. Citizenship and Immigration Services (USCIS)

United States Citizenship and Immigration Services protects the rights of current and potential employees of foreign origin who have a legal right to work in the United States. The federal government requires specific forms to be filled out.

For more information: 1-800-375-5283

<http://www.uscis.gov/portal/site/uscis>

## U.S. Department of Labor

### Wage and Hour Division

#### Record Keeping Requirements

Under provisions of the Fair Labor Standards Act, the government requires employers to keep records on wages, hours, and other items. For specific information and requirements, contact the U.S. Department of Labor's Wage and Hour Division.

The U.S. Department of Labor's Wage and Hour Division also enforces Government Contracts Laws, Agricultural Labor Laws and the "H" Foreign Worker Programs.

For more information: 206-398-8039

<http://www.dol.gov/esa/whd/>

## U.S. Small Business Administration (SBA)

The SBA helps businesses start, run, and grow by providing loan guarantees, offering free business counseling, low-cost or no-cost training and government contracts. Also, in the event of natural disasters, the SBA assists small businesses and homeowners through a Disaster Loan Program.

For more information: 1-800-827-5722

For local offices please visit:

<http://www.sba.gov/localresources/index.html>

<http://www.sba.gov/>

## U.S. Treasury Department

### Internal Revenue Service (IRS)

The mission of the IRS is to provide American taxpayers top quality service by helping them understand and meet their tax responsibilities and by applying the tax law with integrity and fairness to all.

For more information: 1-800-829-1040

To find your local IRS office visit: [www.irs.gov/](http://www.irs.gov/) and click on Contact IRS.

#### Small Business and Self-Employed One-Stop Resource

This portion of the IRS website offers links to starting a business, employment taxes, tax law changes, forms and publications, and online learning options.

For more information please visit:

[www.irs.gov/businesses/small/index.html](http://www.irs.gov/businesses/small/index.html)

# Developing a Business Plan

Business experts say developing a written business plan is the most important thing one can do before beginning a business. Existing businesses should continually update their plans. The following information and questions will help in preparing a business plan.

For more business plan information, please visit: [www.sba.gov](http://www.sba.gov) and [www.score.org](http://www.score.org).

For further assistance in preparing a business plan, contact your nearest Small Business Development Center (p.23,24) or a SCORE office (p.29).

## ❑ Plan Summary

The Plan Summary is a one or two page summary describing your business to prospective lenders and investors. A well-developed plan will help convince lenders or investors to examine your business further. Even though a Plan Summary appears first in your business plan, you should write it last.

Your Plan Summary should include:

1. A brief description of the company's history
2. Description of products and services
3. How you intend to make the product
4. Management
5. What it will take to make a profit-break-even analysis
6. How much money you are seeking (if applicable)
7. How you will pay the money back (if applicable)

## ❑ Purpose of the Business

1. What you want to accomplish
2. Mission statement
3. Description of the business

## ❑ Product & Service Defined

1. The market that needs your product or service
2. A complete description of your product or service
3. The cost and profit of each product and service
4. Describe the break-even point
5. The major sources of competition
6. Proprietary features. Should your product or service have a patent or trademark?
7. Opportunities to better develop your product or service

## ❑ Market Analysis

1. Market research. Size of market and how long it has existed. Barriers to your business entry and growth.
2. Target market. Who will buy your product or service?
3. Where do most of your sales occur?
4. How much do you expect to sell?

## ❑ Market Strategy

1. Define your advantage. What is the difference between your product and service and your competitors'?
2. Evaluate the competition. What is the size of your competition? Market maturity?
3. Pricing Strategy. Is your price competitive?
4. Distribution channels. Which will you use?
5. Promotion. How will you tell others about your product or service?

## ❑ Management

1. Identify your organizational structure and key employees
2. Provide a resume for each person
3. Identify management skills
4. Professional services
5. Identify any technical or specialty services

## ❑ Schedule of Events

1. List critical dates
2. Make short-term goals
3. Project long-term goals
4. Identify barriers or risks and solutions

## ❑ Financial Information

1. Financial statement
2. List your start-up expenses
3. Funding
4. Equity (owner's investments)
5. Financing
6. Monthly cash flow analysis. How will you pay creditors, personnel, and bills? When will you receive payment for sales?
7. Sales forecast
8. Income projection
9. Operation expenses
10. Methods of financial reporting you will use
11. Break-even analysis
12. Balance sheet--assets and liabilities

Downloadable business plans and financial statements are available at [http://www.score.org/business\\_toolbox.html](http://www.score.org/business_toolbox.html).

# SECTION 9

## **Checklist for Starting a New Business**



## ☐ **Develop your business plan**

(See previous section)

## ☐ **Decide of a business structure**

Legal and tax implications differ according to business structure. (See p.35-37 for a description). You may wish to obtain legal advice before making this decision. If you decide to register as a corporation, LLC, LP or LLP, contact the Secretary of State's Corporations Division at 360-725-0377.

## ☐ **Obtain necessary licenses and permits**

### **State Business License**

Washington's one stop registration process requires filing a Master Business Application to obtain a UBI (Unified Business Identifier) number and to register trade names. For a list of locations where you can obtain and file the Master Application form, please visit: [www.dol.wa.gov/business/startbusiness.html](http://www.dol.wa.gov/business/startbusiness.html) or you can file on-line as detailed on page 8.

### **Specialty Licenses**

Some business activities require specialty licensing, permits or certifications. For more information, contact the Master License Service of the Department of Licensing at 360-664-1400. On-line license filing is available at: [www.wa.gov/dol](http://www.wa.gov/dol)

### **Local Licenses and Permits**

In addition to a state license, you may need to get a city and/or county license for each location where you do business. You may also need to check with your local government regarding zoning and building code regulations. Contact your local Department of Licensing or City Clerk's Office for more information.

## ☐ **Determine regulatory and record-keeping requirements**

### **State and Federal Taxes**

These vary with the form, nature and location of your business. Refer questions about Washington State taxes to the Department of Revenue at 1-800-647-7706.

For federal tax information, call the Internal Revenue Service at 1-800-829-1040.

For IRS forms and publications, call 1-800-829-3676. Forms can also be downloaded from the IRS web site at: [www.irs.gov](http://www.irs.gov)

### **Wage Regulations & Posters**

For questions concerning wage regulations and required workplace posters, contact the WA Dept. of Labor & Industries/Employment Standards at 360-902-5316 or 1-800-547-8367, or visit their web site at: [www.lni.wa.gov](http://www.lni.wa.gov)

## **Industrial Health & Safety Regulations**

For information on health and safety rules, contact the Dept. of Labor & Industries/ Division of Workplace Safety and Health at 1-800-423-7233 or visit their web site at: [www.lni.wa.gov](http://www.lni.wa.gov)

## **Industrial Insurance**

For information on mandatory industrial insurance coverage or to obtain a copy of the "Employer's Guide to Industrial Insurance" call 1-800-547-8367 or visit: [www.lni.wa.gov](http://www.lni.wa.gov)

## **Environmental Regulations**

To find out which state and federal environmental permits may be needed for your business, visit the On-line Permit Assistance System (OPAS) at: <http://www.ora.wa.gov/resources/permitting.asp> or call the Governor's Office of Regulatory Assistance at 360-407-7037.

## **Unemployment Insurance**

Refer questions about unemployment insurance for your employees to the WA Employment Security Department at 360-902-9360.

## **New Hire Reporting**

Report each newly hired or re-hired employee to WA Dept. of Social and Health Services (DSHS) at 1-800-562-0479. (You will also report new hires to the Employment Security Dept. each quarter.)

## **Fire Regulations**

Contact your local fire officials.

## **Health Regulations**

Contact your local health department regarding sewer, water and solid waste utilities.

## ☐ **Decide upon your bookkeeping and accounting system.**

For information on bookkeeping systems, income tax planning, or income tax returns, consult with your accountant, SBA or SBDC office. IRS Publication 583, "Starting a Business and Keeping Records", is helpful.

## ☐ **Insurance**

Consult with your insurance agent about fire, automobile, employee health, bonding, life, and fidelity insurance against employee theft, burglary, vandalism, business interruption, and key person insurance.

## ☐ **Legal Advice**

Consult an attorney about your business form of ownership, leases and contracts. For attorney referral services, refer to p.27 of this guide.

# SECTION 10

## **Choosing the Right Business Structure**

## From the Secretary of State Corporations Division

Choosing the right legal structure is important to a business. Options include:

- Corporation (Profit and NonProfit)
- Foreign Corporation
- Limited Partnership (LP)
- Limited Liability Partnership (LLP)
- Limited Liability Company (LLC)
- Sole Proprietorship
- General Partnership

Each type of business structure has certain advantages and disadvantages that should be considered. You may wish to consult with an attorney, business counselor or financial advisor before choosing the legal structure for your business. For additional fee information, visit:

[www.secstate.wa.gov/corps](http://www.secstate.wa.gov/corps)

### Business Structure Registration

Profit and Non-Profit Corporations, Limited Partnerships, Limited Liability Partnerships and Limited Liability Companies must register with the Secretary of State's Office. General Partnerships and Sole Proprietorships can register with the Department of Licensing's Business and Professions Division by completing a Master Business Application.

## Corporations

A corporation is a body of persons granted a state charter legally recognizing it as a separate entity with its own rights, privileges and liabilities distinct from its members.

Corporations can be for-profit or not-for-profit purposes, such as religious, social, charitable, educational, etc. A person or group can create a Washington corporation by filing articles of incorporation with the Secretary of State, Corporations Division. Thereafter, the state requires corporations to pay an annual license fee and file a list of officers and directors with the state.

The fee for filing articles of incorporation for profit-making corporations is \$175. The annual renewal fee for profit corporations is \$59. Nonprofit corporations pay \$30 for the articles of incorporation and an annual report fee of \$10.

## Foreign Corporations

The state requires foreign or out-of-state corporations to submit a completed copy of an application for a "Certificate of Authority to Do Business in Washington".

The application must include a *Good Standing Certificate of Status*. The officer in charge of the state's corporate records in the corporation's home jurisdiction

is responsible for issuing the certificate. The state requires the corporation to appoint a registered agent residing in the state of Washington, and to provide a signed statement indicating his or her willingness to serve.

## Limited Partnership

A limited partnership is a business composed of one or more general partners who share full financial liability, and one or more limited partners who share profits with liability limited to their investments. The limited partnership application fee is \$175.

## Limited Liability Partnership

Often used by professionals, this structure can give one partner protection from being held personally liable for the negligence of another partner. A new application costs \$175. There is a renewal fee of \$50 every five years.

## Limited Liability Company

The limited liability company (LLC) is another form of business structure in Washington. One or more individuals or entities, through a special written agreement, form an LLC. The agreement details the organization of the LLC, including provisions for management, assignability of interests and distribution of profits or losses. LLC's are permitted to engage in any lawful, for-profit business, or activity other than banking or insurance. The filing fee for a Certificate of Formation is \$175. The annual renewal is \$59.

### Registered Agent Requirement

All corporations and limited liability companies doing business in Washington State must have a registered agent with a Washington State address. The registered agent may be an individual or any other organization qualified by the Corporations Division of the Office of the Secretary of State to do business in Washington. A valid physical address in Washington State is required. The organizing documents or application to do business in Washington State must contain (or be accompanied by) a statement signed by the registered agent indicating consent to serve.

You can register your business with the Secretary of State's office online. The filing is quick and easy. Please visit [www.secstate.wa.gov/corps](http://www.secstate.wa.gov/corps) and use the link to access the online application.

## Sole Proprietorship

A sole proprietorship is a one-owner business with less formality and fewer legal restrictions than other business structures. The proprietor is personally responsible for business debts that may exceed his or her total investment, and liability can include the proprietor's assets.

*Note: The “sole proprietorship” does not limit the number of employees that a business can hire; it simply describes ownership.*

## **General Partnership**

General partnerships are composed of two or more people who agree to contribute money and/or skill and who share profits, losses and management. Each partner is personally liable for partnership debts.

The article of partnership formalizes the terms of a partnership. Business owners may file partnerships at the county clerk’s office nearest their business operations.

*Note: Even though filing as a general partnership is optional, partners can better legally protect themselves by having a formal contract.*